

## Internal Quality Assurance Indicators

	Internal Quality Assurance Indicators	Evidences/ Checklist	Allocated Marks	Mark
1.	<b>FQMC Involvement:</b>		70%	
	Organizing at least one faculty IQA-related workshops	QR code/ attendance list (5%) CALM/ Faculty Workshop report (10%)		
	Organizing Internal Faculty Audit for sessions 2019/20 and 2020/2021	Course file audit report (15%) Future Ready Curriculum elements audit report (10%) HIEPS audit report (10%)		
	Teaching and Learning Facilities Audit (lab, tutorial and lecture rooms, strong room and etc)	Evidence of the conducted audit (10%) Audit report (10%)		
2.	<b>Programme Self-Assessment Report (PSAR):</b>		30%	
	PSAR Submission	PSAR submission to BJKA (20%)		
	Actions taken on previous PSAR	Evidences provided to support the actions (10%)		
		<b>TOTAL</b>	<b>100%</b>	

Evidences needed with this report:

- i. QR Code
- ii. Faculty Workshop report
- iii. Course file audit report
- iv. Future Ready Curriculum elements audit report
- v. HIEPS audit report
- vi. Teaching and Learning Facilities Audit Report
- vii. Evidence of the conducted audit
- viii. Dokumen Programme Self-Assessment Report (PSAR) bagi sesi Akademik 2019/2020
- ix. Evidences provided to support the actions taken from the previous PSAR

Passing mark - 100%

## Preparation for ISO Compliance

	Preparation for ISO compliance indicators	Evidences/ Checklist	Percentage	Mark
1.	<b>Committee Appointment and Risk Registration and assessment</b>		45%	
	Appointment of ISO 9001:2015 Quality Committee	<input type="checkbox"/> Appointment letter and TOR (20%)		
	Risk registration and assessment	<input type="checkbox"/> Risk registration (10%) <input type="checkbox"/> Risk assessment and monitoring (15%)		
2.	<b>Internal audit:</b>		55%	
	Internal Faculty Audit for sessions 2019/20 Semester 2 by FQMC	<input type="checkbox"/> Academic Procedure Compliance Audit by FQMC (10%) <input type="checkbox"/> Academic Procedure Compliance Audit Report (15%) <input type="checkbox"/> Compilation Academic Procedure Compliance evidences (15%)		
	Report submission to BJKA**	<input type="checkbox"/> Report submission with memo signed by Head of FQMC and Dean (15%)		
		<b>TOTAL</b>	<b>100%</b>	

Evidences needed with this report:

- i. Appointment letter and TOR
- ii. Risk registration (Excel document)
- iii. Academic Procedure Compliance Audit Report
- iv. Compilation Academic Procedure Compliance evidences

**\*\* COMPULSORY ITEM to pass  
Passing mark - 70%**

## Teaching and Learning Facilities Audit Report

Facility	Comment	Suggestion
<b>Lecture/ Seminar/tutorial rooms</b> State the availability/capacity and conditions of the items (if relevant) below: <ul style="list-style-type: none"> <li>- Projector Screen</li> <li>- LCD Projector</li> <li>- Whiteboard</li> <li>- Desktop/Laptop</li> <li>- Audio system</li> <li>- Air conditioner</li> <li>- Internet/Wifi</li> </ul>	<i>Example: The available chairs at TR3 is not enough for 50 students. Only 47 chairs are functional.</i>	<i>Example: Another 3 more chairs needed at TR3</i>
<b>Lab for teaching</b> State the availability/capacity and conditions of the below: <ul style="list-style-type: none"> <li>- Safety signage</li> <li>- Emergency evacuation signage</li> </ul>		
<b>Research lab</b> State the availability/capacity and conditions of the below: <ul style="list-style-type: none"> <li>- Safety signage</li> <li>- Emergency evacuation signage</li> <li>- Log book</li> </ul>		
<b>Computer lab</b> <ul style="list-style-type: none"> <li>- List of softwares</li> <li>- Log book</li> <li>- Emergency evacuation signage</li> </ul>		

<ul style="list-style-type: none"> <li>- Common password signage</li> </ul>		
<b>Mini library</b> (if available)		
<b>Strong room</b> <ul style="list-style-type: none"> <li>- Minimum 5 layers (CCTV, sub-room, locked documents, double layer locked door, grilled door and window)</li> <li>- Log book</li> <li>- One entry access</li> <li>- Valid appointment letter</li> <li>- Shredder</li> <li>- Photocopy machine</li> </ul>		
<b>Safety issues</b> <ul style="list-style-type: none"> <li>- Fire extinguisher and expiry date</li> <li>- Emergency evacuation signage</li> <li>- CCTV</li> <li>- Safety signage</li> </ul>		